

Overview

Reporting to	The Electoral Services Team on behalf of the Returning Officer at Mid Sussex District Council.
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Main Purpose of the Role

- To assist the Presiding Officer with the effective and efficient running of the polling station.
- To comply with any instructions from the Presiding Officer and Returning Officer.
- To ensure that all voters are treated impartially and with respect.
- To maintain the integrity and secrecy of the ballot and comply with secrecy requirements.

Main Duties & Responsibilities

Before Polling Day:

- Undertake any training sessions required by the Electoral Services Team.
- Liaise with your Presiding Officer about arrangements for polling day and follow up with the Electoral Services Team if there are any issues regarding communication.

On Polling Day:

- Assist with the layout of the polling station, the setup of equipment (which includes lifting equipment) and preparations for the opening of poll. Layouts must take into consideration all voter's needs, including those with accessibility requirements.
- Ensure that all signage, instructions and equipment are setup in accordance with instructions provided and remain visible and in place throughout the day (where applicable).
- Help the Presiding Officer to ensure the polling station is open promptly at 7am. This includes ensuring that the iPad is logged in and remains on charge throughout the day.
- Keep the polling station neat and tidy, maintaining awareness of the health and safety of all staff and visitors at the polling station.
- Follow instructions provided to process voters at the polling station using the iPads provided. This includes ensuring that the iPads are properly charged and in working order throughout the day.
- Be responsible for processing voters at the polling station, checking their eligibility to vote and completing voter ID checks.
- Escalate any instances to the Presiding Officer, where the elector's photographic ID raises reasonable doubt as to whether the person is who they claim to be, or where there is reasonable suspicion of forgery.
- Issue ballot papers to voters accurately by ensuring that they are issued in numerical order and bear the official mark.
- Ensure that voters are able cast their votes in secret and place them into the correct ballot box.
- Be mindful of any access/disability issues at the polling station and provide assistance to voters where appropriate, to enable them to vote.
- Receive postal votes delivered by hand, ensuring compliance with regulations and complete the required paperwork to formally receipt these.
- Store postal votes in accordance with the instructions provided.
- Answer voters' questions, in a friendly and professional manner.
- Comply with any instructions from the Returning Officer.
- Assist with any other duties instructed by the Presiding Officer.
- Be polite and professional in dealing with voters, candidates and agents, representatives of the Electoral Commission and accredited observers.

- Be flexible in fulfilling the duties of Polling Station Stewards where required, to cover breaktimes in the polling station.

Close of Poll:

- Assist the Presiding Officer to complete necessary procedures after the close of poll, including dismantling the polling station and ensuring that the room is returned to good order.

Working Hours

- You must be available to attend an in-person training session at the Mid Sussex District Council offices (approx. 2 ½ hours).
- Polling stations are open from 7:00am until 10:00pm; you will be required to arrive to setup equipment from 6:30am. You must be available for the full hours of poll. Staff are not permitted to leave the premises during polling hours and must bring their own refreshments. Please be aware that not all polling stations have kitchen facilities available, please take this into account when planning the meals and refreshments you intend to bring on the day.

Person Specification		
	Essential	Desirable
Knowledge		An understanding of the electoral process at a polling station.
Experience	Experience of working with the general public.	Previous experience of working at a polling station.
Skills / Personal Attributes	Excellent communication skills. Good administrative skills and attention to detail. Good personal presentation and commitment to customer care. Diplomacy and tact when working with members of the public. Ability to work effectively as part of a team, and possess a flexible attitude to the role. Punctual and reliable. Ability to remain politically neutral. Ability to carry out work as instructed accurately and to remain calm while working under pressure. Confidence and willingness to use an iPad to operate the polling station.	
Other	Must not have been convicted of an offence under Electoral Legislation.	

Special Conditions

- You must wear politically neutral clothing when working on an election.
- You must be physically fit and able to lift ballot box(es), polling booth(s) and other polling station equipment where appropriate.
- Many election roles involve long working hours, which can exceed the limits set out in the [Working Time Regulations 1998](#). Due to the nature of these roles, it may be difficult or not possible to take breaks as normal. Some roles may also include continuous or late-night working. To undertake these roles, you must consent to working in excess of the normal working hours directive and acknowledge that rest breaks may be delayed or adjusted where appropriate.
- You must comply with secrecy requirements provided to you as part of your appointment letter.
- You must not be employed by, or act on behalf of, any candidate or political party during an election, whether paid or unpaid.
- You must not have any relations to or with any prospective candidate at an election. This includes any close relationships, such as family relationships or a partner.
- You must not subscribe to a candidate's nomination paper at an election.
- Please be aware that as a Poll Clerk, your contact information will be shared with your respective Polling Station Team and our Polling Station Inspectors.

Rates of Pay

- The rate of pay for this role varies.
- Pay rates are reviewed annually, and your rate of pay will be confirmed as part of your appointment letter.

The above profile is intended to describe the general nature and level of work required. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be subject to regular review, and the Returning Officer reserves the right to amend or add to the accountabilities listed.